



May 30, 2018

POSITION DESCRIPTION: EXECUTIVE & OPERATIONS COORDINATOR

Organization:

Great Outdoors Colorado (GOCO) uses a portion of state lottery proceeds to preserve, protect, and enhance Colorado's trails, parks, wildlife, open space, river corridors, playgrounds, and youth corps in all 64 counties. It awards competitive grants to local governments, land trusts, and Colorado Parks and Wildlife (CPW), and makes investments directly through CPW. Created by voters in 1992, GOCO is governed by a 17-member board that is appointed by the governor and uses no tax dollars. Its current staff is 18 people.

GOCO's work is guided by a [strategic plan](#) with three primary goals:

- PROTECT more land and wildlife habitat, notably large-scale landscapes
- CONNECT people to the outdoors and connect trails, parks and open spaces
- INSPIRE more Coloradans, children in particular, to get outside more and take care of our great outdoors.

For more information, please visit www.GOCO.org.

POSITION SUMMARY

Reporting to the chief operating officer, the executive & operations coordinator plays a lead role in facilitating the work of the 17-member GOCO Board while also by providing GOCO staff with essential administrative and office support. This position requires strong written and verbal communication skills, administrative, and organizational skills, and the ability to maintain a realistic balance often-competing priorities. The executive & operations coordinator will work both independently and on teams to see projects from conception to completion. The incumbent must be able to work under pressure to handle a variety of activities and matters with tact and poise. The position presents a unique opportunity to support the GOCO Board, all business functions, and programs on a regular basis. The incumbent will work out of GOCO's downtown Denver office.

PRIMARY RESPONSIBILITIES

Board of Trustees Support & Liaison (50%)

- Serve as the administrative liaison and primary point of contact to the GOCO Board regarding all meetings and events.
- Organize board and committee meetings, including: polling board on meeting times and locations; identifying locations; negotiating rates on hotels/meeting spaces; arranging catering; assisting with travel arrangements for board members and staff; and being day-of, on-site point person for meeting logistics.
- Draft and distribute board agendas and schedules.
- Handle all logistical aspects of community events involving the board in coordination with communications and program staff.



- Assemble and distribute electronic board materials in advance of each meeting.
- Assure organizational compliance with open meeting expectations for all board and committee meetings, including: electronic recording of meetings; transcription of minutes for review, approval, and public dissemination; tracking board resolutions; and, final archiving of all board materials within GOCO's electronic document management system.

Leadership Team Support (10%)

- Schedule and attend leadership team meetings as necessary.
- Occasionally assist the executive director with correspondence, calendar management, and travel itineraries.
- Collaborate with the leadership team on planning and act as the logistics lead for staff retreats, volunteer days, and team building activities.

Program & Communication Support (20%)

- Support program and communications staff in the execution of prioritized public events and grantee outreach efforts, including management of invite and RSVP processes for the board, staff and stakeholders; provide day-of, on-site support at events as necessary.
- In concert with communications staff, manage inventory, reordering, and fulfillment (mailing and/or delivery) of requests from the public, stakeholders and staff for GOCO-branded collateral/materials.

Office Management (20%)

- Day-to-day point person for GOCO's third party IT service provider and other office technology vendors and service providers.
- Greet visitors and answer general phone inquiries.
- Ensure neat appearance of public office areas and kitchen including ordering office supplies, sorting and distributing mail, and maintaining the conference room and associated equipment.
- Maintain office rosters, contact lists, and shared electronic calendars.
- Perform fire warden duties; create and maintain emergency contact lists and meeting place.

QUALIFICATIONS

- 2-4 years' experience as an executive assistant or other comparable experience, including experience working with a board of directors or trustees.
- Technologically savvy; proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and willing and able to learn various web platforms/applications (Dropbox; DocuSign; SmartSheet) currently used by the organization.
- Demonstrated success overseeing office technology and processes.
- Commitment to furthering GOCO's mission. Demonstrated interest in conservation, outdoor recreation, environmental education, and/or community development programs is desirable.
- Willingness and ability to travel in Colorado and to work periodically on evenings and weekends.
- A valid driver's license.
- Physical demands may involve lifting materials and equipment up to 25 pounds; occasional work in variable weather conditions, at remote locations, on difficult and hazardous terrain and under physically demanding circumstances.



- A demonstrated ability to work with people different from themselves.

PREFERRED SKILLS, KNOWLEDGE & EXPERIENCE

- Strong organizational skills coupled with the drive to see what is coming around the next corner and plan for what-ifs.
- Appreciates and enjoys bringing strong attention to detail to tasks.
- Flexibility and the ability to manage and re-prioritize a variety of ongoing tasks and projects based on frequently changing needs of the organization while meeting hard deadlines for deliverables.
- Keen ability to work collaboratively, show initiative, and take ownership.
- Excellent judgment, poise, and professionalism in dealing with board members, senior staff, and external partners in concert with or on behalf of GOCO leadership.
- Ability to communicate clearly and concisely, in both speaking and writing.
- Knowledge of Colorado's geographical, cultural, and political landscape and/or a willingness to learn.

SALARY & BENEFITS

- This is a full-time, exempt position.
- Salary negotiable
- This position will be eligible for a full and competitive benefits package.

TO APPLY

Interested candidates should submit a resume and letter of interest to resumes@goco.org, including "Executive & Operations Coordinator" in the subject line.

No phone calls please. All resumes must be received no later than 4:00 p.m., Friday, June 15, 2018, to be considered.

We strive to diversify our workforce and seek applicants from all backgrounds. GOCO is an equal opportunity/affirmative action employer.